

User Manual for ONLINE APPLICATION

To apply online for a training course at the University of Nice or the University of Côte d'Azur, you must execute the following 5 steps in order, each of them is carefully explained in this user manual.

To apply at the Université de Nice (UNS) click on this logo:



To apply at the Université Côte d'Azur (UCA) Master / DU click on this logo:



To apply at the Université Côte d'Azur (UCA) PhD click on this logo:



ATTENTION: the procedure is done completely online. You will receive notifications by e-mail at each step of the procedure. Documents should NOT be sent by post or e-mail, if you do anyway they will be not be considered.

1 CONNECTION

If you have a SESAME account / active ENT

Please, connect A

If you do not (or no longer) have a SESAME / active ENT account

Please connect with your eCandidat account

User *

Password *

 D

[Identification lost](#)

[I lost my activation code.](#)

[Create an account](#) B

1.1. IF YOU HAVE A SESAME ACCOUNT / ACTIVE ENT

- A Click on the button « **Login** » underneath the sentence, « You have a sesame account / active ent »

Attention: use EXCLUSIVELY your **student login** (your initials + last 6 digits of your student number), your password, **and not your professional login** (initial first name + last name).

1.2. IF YOU DO NOT HAVE (OR NO LONGER HAVE) A SESAME / ACTIVE ENT ACCOUNT

⇒ **You will need to create an account, please follow these steps:**

B Click on « **create an account** » which you can find below :
" You **do not** have (or no longer have) a sesame / active ent account "

⇒ You will have a new window that opens:

Account creation + ×

Attention: after you modify your account, you will be disconnected. Check your email to validate your address, and then you will be able to reconnect.

Last name *

First name *

email address *

email address confirmation *

× Cancel Save

C Fill in the requested fields, then **Save** by clicking on the blue button “**SAVE**”

CAREFUL: Be sure to validate your account, within 5 days, by clicking on the link in the email "Création de votre compte eCandidat". If you did not confirm your account after this deadline, you will have to recreate a new account.

Université de Savoie eCandidat

Non connecté

- Accueil
- Assistance
- Offre de formation
- Connexion

Connexion Créer un compte

Informations

[Mode d'emploi](#)

Étudiant à l'Université (UNS ou UCA) en 2016-2017

Veillez vous connecter Connexion

Non étudiant à l'Université (UNS ou UCA) en 2016-2017

Veillez vous connecter avec votre compte eCandidat

Utilisateur *

Utilisateur

Mot de passe *

***** D

Connexion

[J'ai oublié mes identifiants](#)

[J'ai perdu mon code d'activation](#)

[Créer un compte](#)

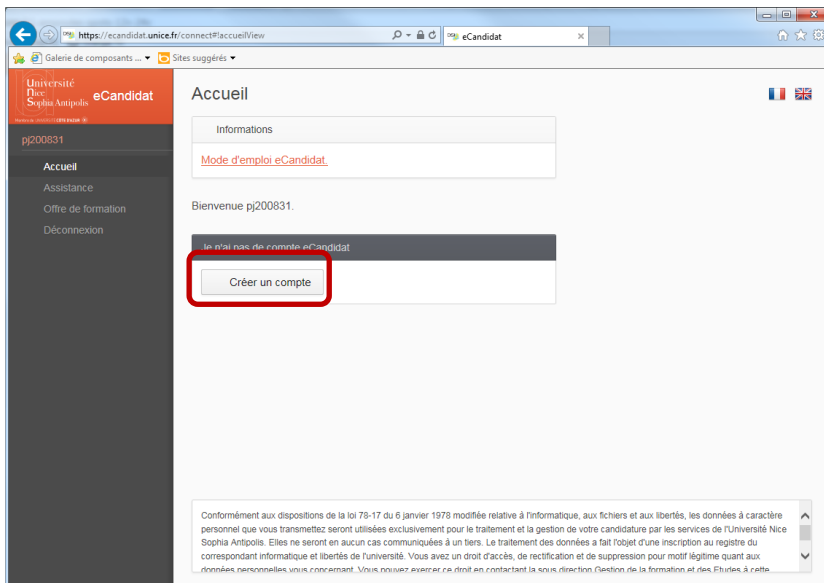
Once you have activated the confirmation email, you can connect by using your login and password, which you can find in the same email.

D

2. CREATING YOUR PROFILE

2.1 IF YOU HAVE A SESAME ACCOUNT / ACTIVE ENT

If you used button A to login and you do not have an eCandidat account yet, click on « **créer un compte** »



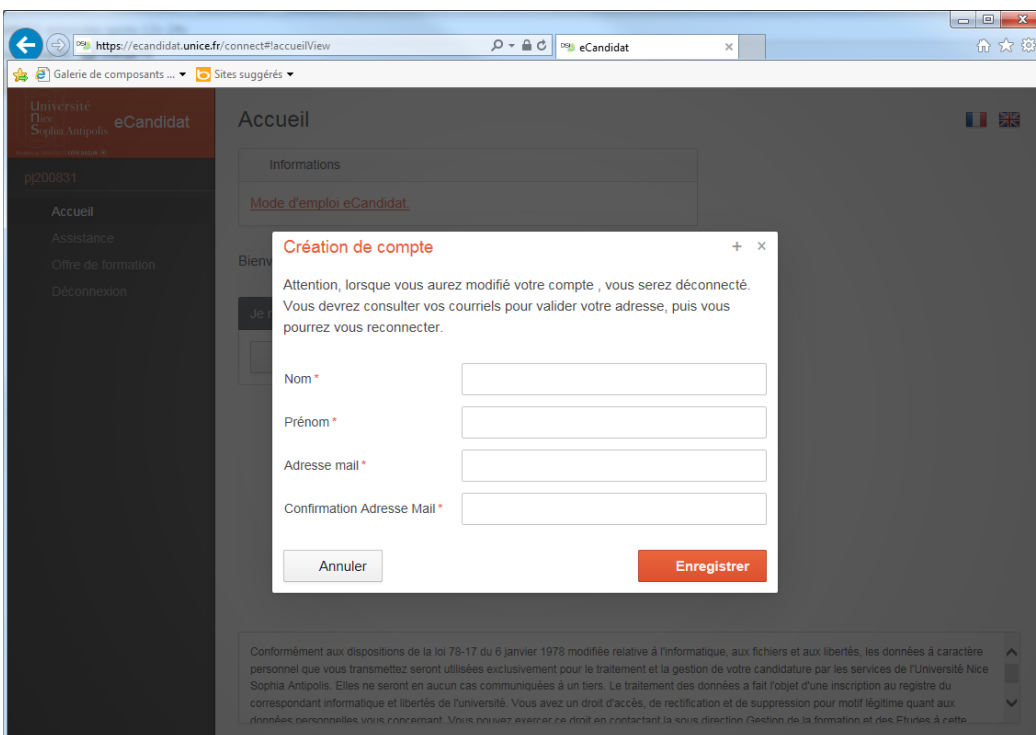
Fill in your personal information. (If you enter your INE number all the fields will be filled in automatically except your external courses, internships or professional experiences).

Nom = Last name

Prénom = First name

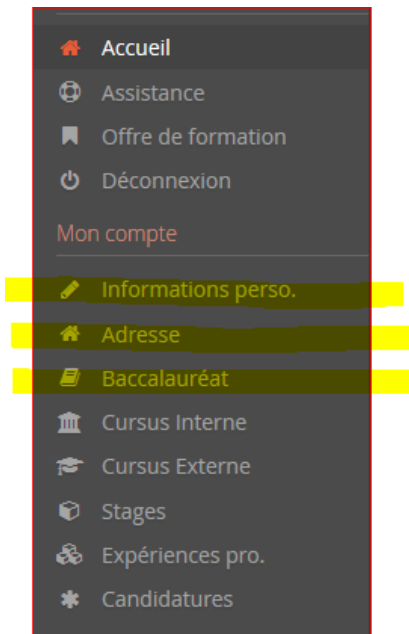
Adresse mail = email address

Confirmation adresse mail = confirm your email address



2.2 IF YOU DO NOT HAVE (OR NO LONGER HAVE) A SESAME / ACTIVE ENT ACCOUNT

Before you can register for any of the courses, you are obliged to fill in the following information:

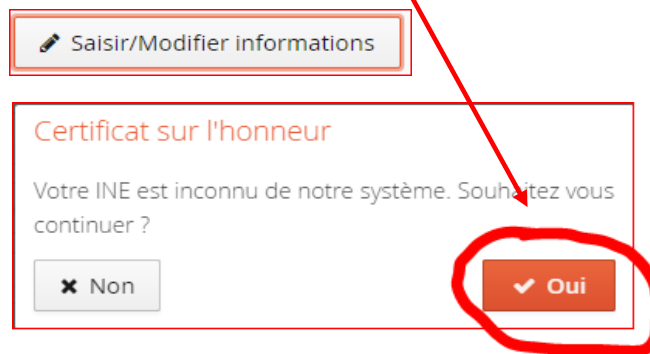


Informations perso. = PERSONAL INFORMATION

If you obtained a French baccalaureate after 1995 or you have studied at a French university, the INE number is an important element to register. Your INE is on the transcript of your baccalaureate, your certificate of education, or a university transcript.

When you register your INE number but you have never been a student at the UNS or the UCA, a message will inform you that you are not known in our database and ask you if it is correct that you have never studied here. When this message appears, click on yes or “oui”.

CAREFUL: write the letter(s) of your INE in CAPITAL LETTERS.



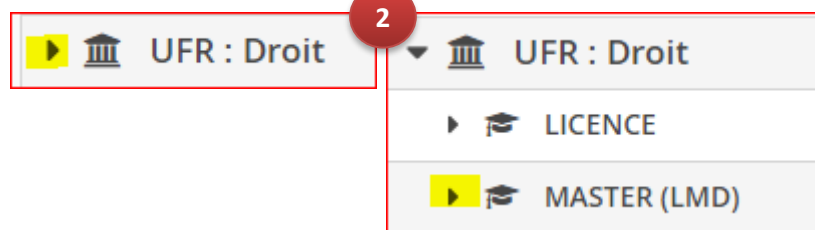
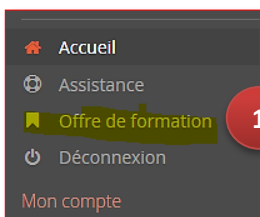
Adresse = ADDRESS

BACCALAUREAT

CAREFUL: if you have a foreign diploma equivalent to the French baccalaureate, it is compulsory to choose “0031-titre étranger admis en equivalence”.

Proceed to the registration of your courses, Internships and professional experiences.

3. REGISTER FOR THE COURSES OF YOUR CHOOSING



1 Select your courses by clicking on « offre de formation »

2 Select the bullet in the shape of a triangle next to the component or doctoral school of your interest. Do the same when selecting the degree of your choice.

Click on the courses for which you want to apply and confirm by clicking on yes.

You will see the window where you have to upload the requested documents and certifications. You can do this immediately or come back later.

4. SUPPORTING DOCUMENTS

1.1 UPLOAD DOCUMENTS

Récapitulatif de votre candidature - [REDACTED] (I6X3QMC7)

Informations détaillées	Dates utiles	Adresse de contact
Formation : M2P Juriste d'affaires Statut du dossier : En attente Décision : En attente	Date limite de retour : 18/01/2017 Date de confirmation : 18/01/2017	Avenue Doyen Louis Trotabas 06050 NICE 1 Tél : 04 92 15 71 49 Mail : master2-droit@unice.fr RETOUR AVANT LE 10 JUILLET

[Pièces justificatives](#) [Formulaires complémentaires](#) [Informations complémentaires](#)

Procédure dématérialisée, veuillez déposer vos pièces via les commandes du tableau avant le 18/01/2017. Une fois fait vous devrez transmettre votre candidature. Procédure dématérialisée, veuillez déposer vos pièces via les commandes du tableau avant le 18/01/2017. Une fois fait vous devrez transmettre votre candidature.

Pièce justificative	Fichier	Statut	Pièce conditionnelle	Commentaire
Attribution de bourse	+	En attente	<input type="checkbox"/> Non concerné par cette pièce	
Baccalauréat	+	En attente		
Baccalauréat : relevé de notes	+	En attente		
Curriculum Vitae détaillé	+	En attente		
DRT-testPJ	+	En attente		
Lettre de motivation	+	En attente		
Relevé de notes : tous diplômes obtenus	+	En attente		

Charger un fichier

Veuillez choisir un fichier (maximum = 2Mo) de type PDF ou JPG.

Non concerné par cette pièce

Pièce conditionnelle

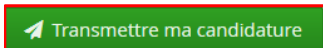
Je certifie sur l'honneur ne pas être concerné par la pièce 'Attribution de bourse'

Information importante

Toutes vos pièces ont été déposées, n'oubliez pas de transmettre votre dossier en cliquant sur le bouton 'Transmettre ma candidature' avant le 18/01/2017.

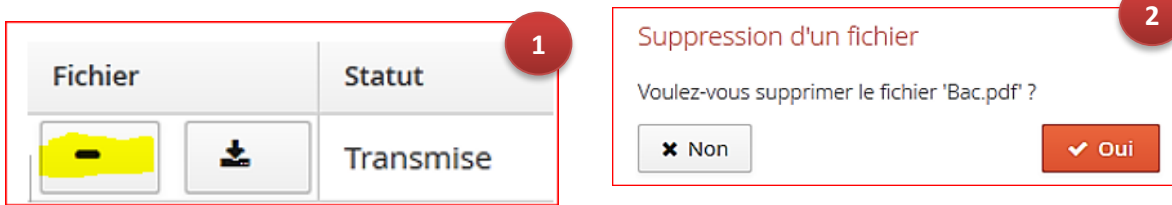
- 1 Click on the **+** sign in the column « **Fichier** » of the relevant document (see below).
- 2 Select « **Choisir fichier** » and upload the requested attachment from your computer. Only files in PDF, JPEG format are accepted.
- 3 The status of your document will change from pending (« en attente ») to transmitted (« transmise »)
- 4 Certain attachments are optional and they may not concern you. Select the option « **Non concerné par cette pièce** ». You will need to certify this on your honour.
- 5 Once all your documents have been uploaded, you will have a message saying « information importante » or important information. You click on « **FERMER** » and the button submitting my application will become green.

Click on



Confirm by clicking yes (**oui**)

1.2 DELETE DOCUMENTS (in case of an error or refusal)



1 Click on the  in the column « **Fichier** » of the respective document.

2 Confirm that you want to delete the attachment.

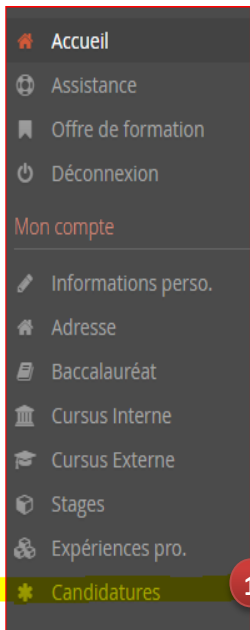
Upload the right file.

In case of a refusal, do not forget to retransmit your candidacy after having uploaded the right files.

5. CONFIRMATION OR WITHDRAWAL OF YOUR APPLICATION

After receiving an e-mail giving you a favorable opinion, **you must confirm or withdraw your application**. Without this step, you will not be able to finalize your administrative registration online.

Connect to your eCandidat account by following the procedure in “Part 1. CONNECTION”



1 Select « **Candidatures** » in the menu on the left. Here you can confirm or desist, click to Open.

2 Depending on your choice, click at the bottom of the page on **confirm** your application « **Confirmation candidature** » or **withdrawal** your application « **Désistement candidature** »

